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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)					Information Security Oversight Office (ISOO) Annual Report to the President FY-1987				
FROM:			EXTENSION		PHO. ER 1459X/1 88				
Classification Officer, IMD/CSG/OTT					DATE 18 May 1988				
TO: (Officer designation, room number, and building)			DATE		OFFICER'S INITIALS		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)		
			RECEIVED	FORWARDED					
1. Executive Secretary Office of the Director 7812 Hqs.							<p>1. Attached is the Information Security Oversight Office's (ISOO) FY 87 Annual Report to the President. ISOO's Annual Report is based upon classification statistics provided by the Agency and other executive branch agencies.</p> <p>2. Also attached is a brief summary of ISOO's oversight role and the Agency's FY 87 statistical report to ISOO.</p> <p>3. Twice annually each Agency office is obliged to count the number of classified documents it produces. This is a laborious and time consuming task for all concerned and I would like to take this opportunity to express my appreciation for the cooperation and support of your office, and particularly that of Tonie Kropf, the former O/DCE Information Management Officer (IMO).</p> <p>Att.</p> <p>A. Background (ISOO Role)</p> <p>B. FY-87 Agency Statistics</p>		
2.									
3.									
O/DCE/INO									
4.									
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14.									
15.									

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L-238-11

18 May 1988

INFORMATION SECURITY OVERSIGHT OFFICE (ISOO)  
ANNUAL REPORT TO THE PRESIDENT

1. The ISOO Annual Report reports on executive branch compliance with Executive Order (EO) 12356 - National Security Information. The EO defines the types of information that must be protected by national security classification, the procedures to ensure its protection and, finally, authorizes ISOO to oversee executive branch compliance. The ISOO Report is based on statistics collected from the executive branch agencies and ISOO's on-site inspections.

2. The Agency provides ISOO with information on classification related matters, Mandatory Review requests, and Agency inspections or surveys done in relation to the information security program. The Classification Management Branch (CMB) is responsible for collecting the information and providing it to ISOO using Standard Form (SF) 311. A brief summary of Agency reporting follows:

a. Sections 5, 6 and 7 of SF 311 concerns the number of persons authorized to make original classification decisions and the number of classified documents created during FY 87. Agency data concerning the number of classified documents created is compiled by taking an actual count of all classified documents produced by the Agency during two one-week periods. Agency Information Management Officers (IMO) are responsible for ensuring that all classified documents originated during the two one-week periods are counted. The first count is taken in March and the second count taken in September. The totals from the two counts are combined and projected for the entire year. Using this process, we reported a total of 2,577,146 classified documents originated in the Agency during FY 87. The classification count is the most labor intensive part of the ISOO reporting requirement.

b. Section 8 of SF 311 concerns Mandatory Review (MR) requests. ISOO requires reporting on the number and status of the MR requests received. Most Agency MR requests are from Presidential libraries or from the National Archives and Records Administration (NARA). The Information Services Division is responsible for processing Agency MR requests and for providing CMB with information for inclusion in the Agency's Annual Report to ISOO.

c. Sections 10, 11 and 12 of SF 311 refer to the number of self-inspections and surveys carried out on various aspects of our information security program such as improper storage of classified information or unauthorized access, or improper classifications or classification markings. Agency information provided to ISOO on self-inspections and surveys relates to Office of Security investigations of security violations and overseas security surveys. Information relating to document classification activities is provided by CMB.

AGENCY INFORMATION  
SECURITY PROGRAM DATA

## 1. PERIOD COVERED

A. FROM

B. TO

10 Oct. 1986

30 Sept. 1987

0230-GSA-AN

INTERAGENCY REPORT  
CONTROL NUMBER

2. DEPARTMENT, INDEPENDENT AGENCY OR ESTABLISHMENT

3. CONTACT FOR ADDITIONAL INFORMATION (Name, office and  
telephone no.)

Central Intelligence Agency

4. SENIOR OFFICIAL (Section 5.3, E.O. 12356)

William F. Donnelly

Office of Information Technology  
Directorate of Administration

STAT

## 5. NUMBER OF ORIGINAL CLASSIFICATION AUTHORITIES

A. TOP SECRET

B. SECRET

C. CONFIDENTIAL

D. TOTAL

442

1,037

7

1,486

## 6. ADDITIONAL DECLASSIFICATION AUTHORITIES

A. TOP SECRET

B. SECRET

C. CONFIDENTIAL

D. TOTAL

7. CLASSIFICATION  
DECISIONS

## ORIGINAL

DATE OR EVENT

ORIGINATING AGENCY'S  
DETERMINATION REQUIRED  
(O.A.D.R.)

DERIVATIVE

(a)

(b)

(c)

A. TOP SECRET

546

13,364

96,694

B. SECRET

1,300

49,452

2,013,596

C. CONFIDENTIAL

650

12,896

388,648

8. MANDA-  
TORY  
REVIEW  
REQUESTS  
AND  
APPEALS

## CASES FOR WHICH AGENCY IS RESPONSIBLE FOR FINAL DECISION

CASES  
CARRIED  
OVER FROM  
PREVIOUS  
PERIODNEW  
CASES  
RECEIVEDDECLASSIFICATION DECISIONS  
(Report in cases, documents, and pages)

GRANTED IN FULL

GRANTED IN PART

DENIED

CASES  
CARRIED  
OVER TO  
NEXT  
PERIOD

(a)

(b)

(c)

(d)

(e)

(f)

CASES

DOCS.

PAGES

CASES

DOCS.

PAGES

CASES

DOCS.

PAGES

(f)

A. REQUESTS

151

273

55

90

1,859

133

636

4,194

58

122

914

178

B. APPEALS

12

4

0

0

0

2

3

44

9

36

523

5

## 9. SYSTEMATIC REVIEW FOR DECLASSIFICATION (In pages)

10. NUMBER OF FORMAL INSPECTIONS,  
SURVEYS, OR PROGRAM REVIEWS

A. REVIEWED

B. DECLASSIFIED

489

## 11. NUMBER OF INFRACTIONS INVOLVING:

A. OVERCLASSIFICATION

B. UNDERCLASSIFICATION

C. CLASSIFICATION WITHOUT  
AUTHORITY

D. MISMARKING

47

E. IMPROPER  
DESTRUCTIONF. UNAUTHORIZED  
ACCESSG. IMPROPER  
STORAGEH. IMPROPER  
REPRODUCTIONI. IMPROPER  
TRANSMISSIONJ. OTHER (Elaborate  
under Item 12)

12. REMARKS

Information  
Security  
Oversight  
Office

**Annual  
Report  
to the  
President  
FY 1987**

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17	C/IRMD/OIT	X			
18					
19					
20					
21					
22	ER				
SUSPENSE		Date			

Remarks Additional routing or dissem as appropriate.

STAT

Executive Secretary  
13 Apr 88

Date

3637 (10-81)



Information Security Oversight Office  
Washington, DC 20405



Executive Registry

88-1459x

April 5, 1988

Dear Judge Webster:

I am pleased to provide you with a copy of the Information Security Oversight Office's (ISOO) "Annual Report to the President FY 1987." I also enclose a copy of the President's letter in response to the report, in which he expresses his appreciation and support for continued improvement in the Government's information security program.

Sincerely,

A handwritten signature in cursive script, reading "Steven Garfinkel", is positioned above the typed name.

Steven Garfinkel  
Director

The Honorable  
William H. Webster  
Director of Central Intelligence  
Central Intelligence Agency  
Washington, DC 20505

Enclosures



L-238-1R



Information  
Security  
Oversight  
Office

**Annual  
Report  
to the  
President  
FY 1987**